



REAL ESTATE LICENSE – FIRM CHANGE

A Firm Name Approval request must be submitted and approved before completing this form

INSTRUCTIONS:

- Complete the entire form
- **Attach** all current license(s) and pocket card(s) and a listing of all licensees affected by the change.
- Include \$30 fee for each license to be reissued. Make fees payable to the AR Real Estate Commission (AREC)
- Photo of office sign (Regulation 7.3)
- If firm name changes, and if applicable, a new Trust Account form is needed

Forms that are incomplete or not accompanied by the proper attachments will be returned to you.

Check one: Change Firm Name Change Firm Address Change Both

OLD INFORMATION

Firm Name: _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

NEW INFORMATION

Firm Name: _____

Firm Address: _____

P. O. Box: _____

City: _____ State _____ Zip _____

Firm Phone (with area code): _____ Fax: _____

I hereby accept the responsibilities of Principal Broker for the above firm.

***Principal Broker/Executive Broker License #:** _____

***Principal Broker/Executive Broker Signature** / **Date**

COMMISSION USE ONLY	
Receipt # _____	
__ CC	__ AC

NOTICE: This form must be mailed or delivered to AREC immediately to serve as a temporary license for all licensees on your list. The temporary license will be valid for only thirty (30) days from the date it was mailed or delivered to AREC, with the principal broker's original signature, and **ONLY** when all required information is sent to AREC.